



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 3/21/2016

Program Administrator (Education for Employment)

JobID: 3262

Position Type:

Administration

Closing Date:

04/15/2016

Date Posted:

3/21/2016

Location:

KRESA/Service Center

Division:

Education for Employment (EFE)

Position Type:

Full-time, 12-Month

Responsibilities:

Assure that appropriately certified or approved personnel are employed in all positions requiring such qualifications. Work cooperatively with other service area EFE Program Administrators and local districts to provide programs and services for all Kalamazoo County students. Develop, monitor, and process the service area budget for programs and grant money received. Facilitate the acquisition of appropriate instructional equipment, supplies, and materials for Career and Technical Education (EFE) programs. Facilitate efforts to locate programs in facilities that are safe, accessible, and operated with equipment that meets local, state and federal guidelines. Collect, record, and distribute required data using CTEIS as required by the State of Michigan. Participate in the hiring process for new EFE teaching positions in the service area. Provide each level of EFE staff with appropriate professional development opportunities. Provide leadership in assuring that EFE advisory committees are established and utilized in planning, reviewing and promoting each EFE program offered. Coordinate, monitor and support various communication efforts, i.e. website, videos. Conduct program reviews and TRAC (Technical Review, Assistance and Compliance) program monitoring as needed for compliance. Develop, restructure or eliminate EFE programs/courses as necessary to maintain high quality offerings. Communicate with transportation departments of service area school districts to assure bussing to countywide EFE programs. Attend state, regional and county meetings to assure compliance with all programs and grant requirements. Develop contracts for contracted programs for the service area. Work cooperatively with post-secondary partners to provide opportunities for EFE students in CTE and dual enrollment/early middle college programming. Work cooperatively at the county level and district level on collecting and determining enrollment on an annual basis. Work cooperatively with business and industry regarding business contacts. Carry out direct and indirect supervision of EFE employees in accordance with organization's policies and applicable laws. Provide leadership for designated KRESA Admin and EFE activities on a countywide basis. Engage in other EFE related activities as assigned by the Assistant Superintendent of Early/Middle College and Secondary Programming.

Qualifications:

Master's degree (M. A.) or equivalent combination of education and experience. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Two years of work experience in business/industry. Eligibility for administrative reimbursement as a full time Vocational CTE Administrator. Administrator Certification. Occupational/Vocational Endorsement. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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